**ETTP, Summer, 2017**

1. We will teach in 3 rooms in the training ctr. The participants will probably stay there. There is a cafeteria. Hopefully we’ll have a room for our supplies/office. Auditorium?
2. The staff will stay in a hotel about ¼ mi. from the training ctr.
3. Z will buy our plane tickets between BJ & Chifeng. We need to know the bus schedule.
4. The trainees are Han and Linxi is in a mountainous area in Inner Mongolia. There are 9 minorities in Linxi. The population is about 240,000.
5. WE NEED INFO ABOUT THE HS BOY.
6. We want to test on the 23rd and teach 24-30. Staff can leave on 31st.
7. We NEED to have photocopies made on the 22nd of the selected chapters from the text.
8. The breakdown of teachers’ teaching levels: primary 24, middle school 19 and HS 7. (Perhaps top middle school trainees could be put into the HS class.)
9. \*\*\*Zigen is responsible for bringing the 10 boxes of teaching materials from Hubei Normal Univ. to their office before the end of June. The staff will choose the materials to take by air to Linxi. (Z will have to pay for the 2nd bag for each of us.)

**NEED TO TELL GAO YANG**

1. Judy needs name of htl to write on her visa application.
2. Judy needs a detailed invitation like the one Hai Yan wrote last year. It needs to be mailed to me.
3. We need to know the bus schedule from Chifeng to Lianxi.